



CITY OF HOUSTON

Job Posting

1	SL/CMD
2	Applications accepted from:
3	ALL PERSONS INTERESTED
4	Job Classification
5	REAL ESTATE PROJECT MANAGER
6	(ADMINISTRATIVE COORDINATOR, 302.6)
7	Posting Number
8	PN# 106238 (2 VACANCIES)
9	Department
10	Department of Public Works & Engineering
11	Division
12	Planning and Development Services
13	Section
14	Real Estate Branch (Various)
15	Reporting Location
16	611 Walker
17	Workdays & Hours
18	M - F, 8 a.m. - 5 p.m.*
19	DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
20	Provides general supervision and coordination of real estate activities involving the disposition of City property interests, encroachments, leases, and acquisition of land and/or property rights for public and private projects. Drafts RCAs for real estate transactions, including condemnations, bid sale items, Joint Referral Committee requests, purchase agreements, and other agreements. Reviews project drawings with City engineers, architects, contractors, and developers to resolve real estate design issues raised by developers, constituents, other government agencies, and/or property owners. Develops and reviews offer packages, purchase agreements, and counter-offers. Handles title curative issues and works closely with the title companies to ensure that projects are closed according to schedule. Evaluates, reviews, and monitors real estate files on all active projects, including field notes, appraisals, legal documents, and other pertinent information. Provides cash-flow projections on active projects.
21	WORKING CONDITIONS
22	The position requires stooping, bending and/or lifting of items of up to 30 pounds, and sitting for extended periods of time. A portion of this work occurs in the field under most weather conditions and occurs in close proximity to moving vehicular traffic. Standing and walking moderate distances over uneven terrain is occasionally required.
23	MINIMUM EDUCATIONAL REQUIREMENTS
24	Requires a Bachelor's degree in Business Administration, Public Administration, or a closely related field or a closely related field.
25	MINIMUM EXPERIENCE REQUIREMENTS
26	Five (5) years of experience in Real Estate or a closely related field is required. Pertinent professional experience may be substituted for the education requirements on a year-for-year basis.
27	MINIMUM LICENSE REQUIREMENTS
28	Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).
29	PREFERENCES
30	Applicant should be computer literate in Windows applications to include Microsoft Access, Excel, PowerPoint, and Word. Preference will be given to applicants who have previous project management experience.
31	SELECTION/SKILLS TESTS REQUIRED
32	None
33	However, the Department may administer a skills assessment evaluation.
34	SAFETY IMPACT POSITION
35	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
36	If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
37	SALARY INFORMATION
38	Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:
39	<div>Salary Range - Pay Grade 24</div> <div>\$1,690 - \$1,961 Biweekly\$43,940 - \$50,986 Annually</div>
40	OPENING DATE
41	August 10, 2005
42	CLOSING DATE
43	Open Until Filled
44	APPLICATION PROCEDURES
45	Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our Telephone Device for the Deaf (T.D.D.) Phone Number is (713) 837-9471.
46	An equal opportunity employer